

# GED® TRANSCRIPT AND DUPLICATE CERTIFICATE REQUEST FORM

Please complete this form as accurately as possible. We will send your records to a maximum of two locations. Please list the addresses below, along with the number of transcripts to send.

1. Social Security Number or Tester ID Number	
2. Date of Birth	
3. Last Name	
4. First Name	Middle
5. Full Name at Time of Testing	
6. Current Address (Line 1)	
7. Current Address (Line 2) or Apt. #	
8. City, State, Zip code	
9. Home Phone (including area code)	
10. Work Phone (including area code)	
11. Email Address	
12. Approximate Date(s) Tested in Virginia	

**LOCATION #1:**      **SEND ONLY ONE Certificate @ \$10.00 =**

**SEND**  **Transcripts @ \$5.00 each =**

## MAIL TO:

Address (Line 1)
Address (Line 2)
City
State
Zip code

**LOCATION #2**      **SEND**  **Transcripts @ \$5.00 each =**

## MAIL TO:

Address (Line 1)
Address (Line 2)
City
State
Zip code

**TOTAL AMOUNT (\$) ENCLOSED =**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing, you consent to the release of your GED records.*



## GENERAL INFORMATION AND DIRECTIONS:

This form should be completed for all individuals that have taken the GED Tests in **Virginia only**.

All requests must have a completed form with appropriate signatures.

Transcripts are \$5.00 per copy; **duplicate certificates are \$10.00 and limited to ONLY ONE copy. All fees are non-refundable.**

All fees must be paid with a **check or money order only** – made payable to **Treasurer of Virginia**. The GED Office is unable to accept payments in cash.

Requests may be mailed or completed at the GED Office.

## BY MAIL:

GED Services  
Virginia Department of Education  
Office of Adult Education and Literacy  
P.O. Box 2120  
Richmond, VA 23218-2120

## WALK-IN and ALL OVERNIGHT Requests:

James Monroe Building  
GED Services – 21st Floor  
101 N. 14th Street  
Richmond, VA 23219  
(Corner of 14th and Franklin Street)

Mailed requests take approximately 7-10 business days to complete once received.

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Department of Education

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